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**CONFIDENTIAL**

6 August 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Weekly Report for the Week Ending 6 August 1954

1. Projects and Studies in Process

a. DCI Move - (continued item)

Carpentry and painting work required in Barton Hall has been completed, permitting work to commence on the installation of air conditioning equipment. Office of AD/OO was moved to Quarters Eye 6 August 1954.

2. Administration

a. Logistics Support Course - (continued item)

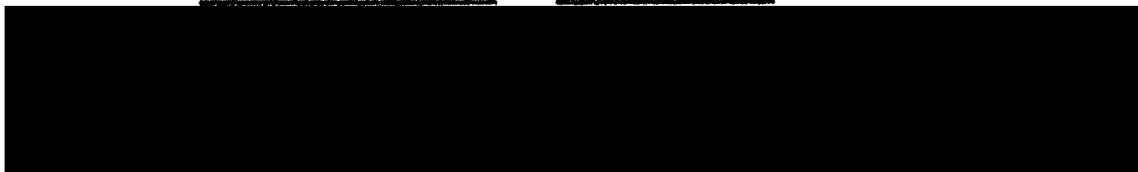
Eleven students now are enrolled in the fourth Logistics Support Course commencing 9 August 1954.

3. Transportation Division

a. Sensitive Shipments - (continued item)

25X1C15a

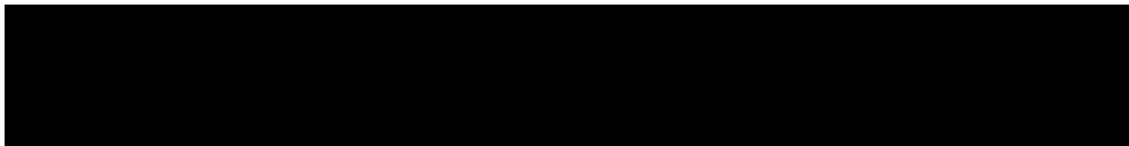
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b. Project [REDACTED] - (continued item)

25X1C

25X1C4a



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4. Supply Division

a. Washington Depot - (continued item)

The installation of overhead lighting in the bin area has been completed.

b. Safe File Equipment - (new and completed item)

Problems incident to the use of the Herring, Hall and Marvin four-drawer safes have been brought to the attention of the Security Office and the Records Management Division, Management Improvement Staff. This safe cannot be used in many offices because of floor load limitations; drawers are not constructed to permit the anchoring of standard file guides; and design of cabinet prevents use of center position guide of file folders placed in drawers.

5. Real Estate and Construction Division

a. Cost of Real Estate in [REDACTED] - (new and completed item)

Information has been received that the annual cost for real property occupied by the Agency in [REDACTED] is approximately \$1,111,000.

6. Printing and Reproduction Division

a. Color Camera Room Renovation - (new and completed item)

Alterations to the color camera room in the central printing plant at [REDACTED] have been completed.

JAMES A. GARRISON  
Chief of Logistics

LO/TR&P/JAS:hhl (6 August 1954)

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